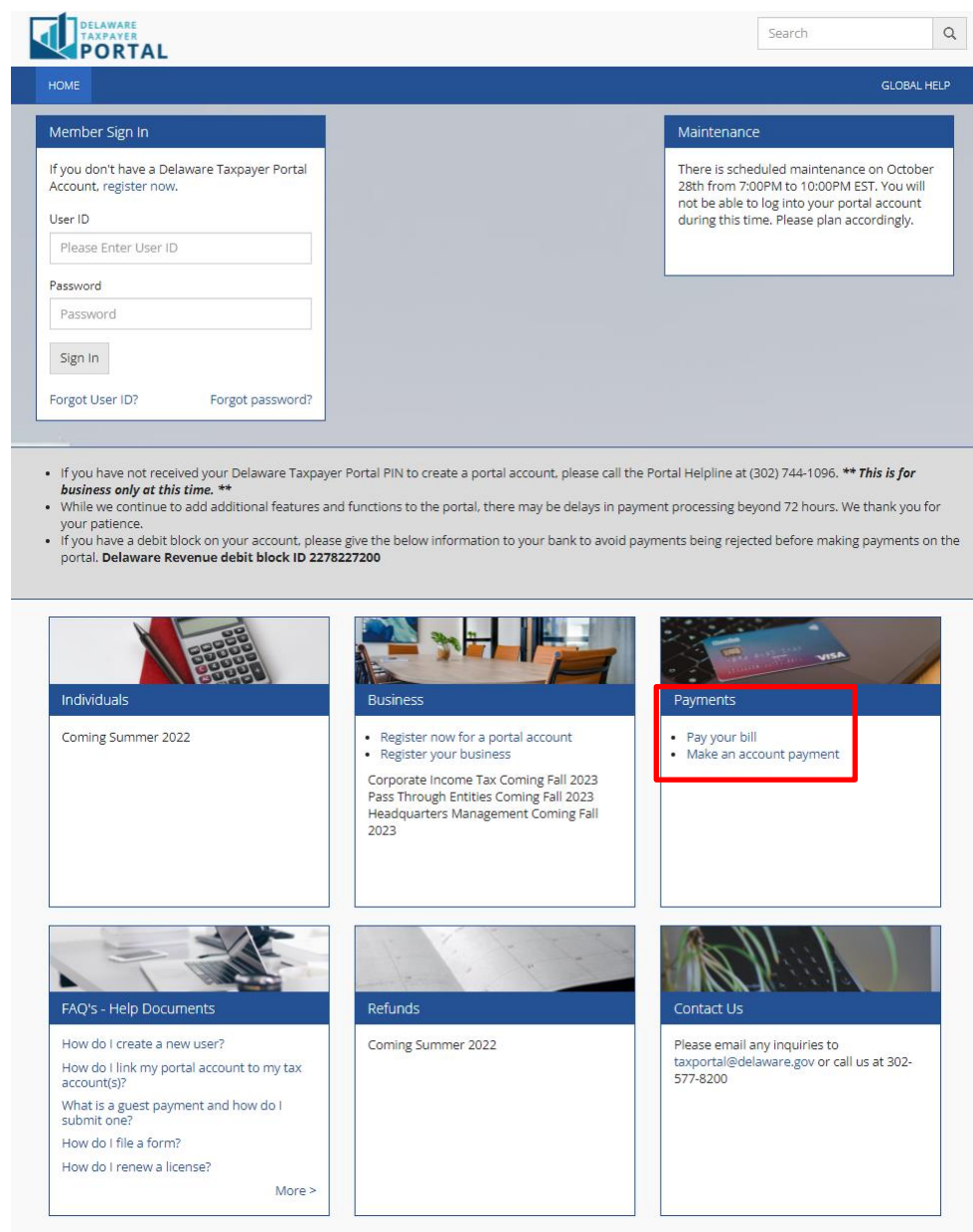


Delaware Taxpayer Portal – Guest Payment

Guest Payment

1 Navigate to the Portal sign in page

On the home page without logging in, scroll down until you see the Payments section and select the Pay your bill or Make an account payment links.



The screenshot shows the Delaware Taxpayer Portal home page. At the top, there is a search bar and a navigation bar with 'HOME' and 'GLOBAL HELP' links. The main content area is divided into several sections:

- Member Sign In:** A section for users to log in. It includes a message: "If you don't have a Delaware Taxpayer Portal Account, register now." Below this are input fields for "User ID" (with placeholder text "Please Enter User ID") and "Password", followed by a "Sign In" button. Links for "Forgot User ID?" and "Forgot password?" are also present.
- Maintenance:** A notice stating: "There is scheduled maintenance on October 28th from 7:00PM to 10:00PM EST. You will not be able to log into your portal account during this time. Please plan accordingly."
- Announcements:** A list of three items:
 - If you have not received your Delaware Taxpayer Portal PIN to create a portal account, please call the Portal Helpline at (302) 744-1096. **** This is for business only at this time. ****
 - While we continue to add additional features and functions to the portal, there may be delays in payment processing beyond 72 hours. We thank you for your patience.
 - If you have a debit block on your account, please give the below information to your bank to avoid payments being rejected before making payments on the portal. **Delaware Revenue debit block ID 2278227200**
- Navigation Grid:** A grid of six tiles:
 - Individuals:** Coming Summer 2022
 - Business:**
 - Register now for a portal account
 - Register your business
 - Corporate Income Tax Coming Fall 2023
 - Pass Through Entities Coming Fall 2023
 - Headquarters Management Coming Fall 2023
 - Payments:** (Highlighted with a red box)
 - Pay your bill
 - Make an account payment
 - FAQ's - Help Documents:**
 - How do I create a new user?
 - How do I link my portal account to my tax account(s)?
 - What is a guest payment and how do I submit one?
 - How do I file a form?
 - How do I renew a license?
 - More >
 - Refunds:** Coming Summer 2022
 - Contact Us:** Please email any inquiries to taxportal@delaware.gov or call us at 302-577-8200

2 Portal Terms & Agreement

In order to continue with making a payment, the User must agree to the Portal Terms & Agreement. Please review the Terms of Use, select the checkbox stating you agree to the Terms, and once completed click "Next" to continue.

Make a Payment

Please review the terms and conditions for guest payments. If you agree, please scroll to the bottom of the terms and conditions and select the check box. Then select the Next button at the bottom of the page. If you do not agree to the terms and conditions, please select the Cancel button at the bottom of the page.

* Indicates required field

Terms and Conditions

DOR and the State are committed to respecting Users' privacy and security. Please see DOR Privacy Policy for further information about browsing, security, E-mail use, cookies and more.

Data Policy

By using data made available through the Portal, User agrees to all the conditions stated in the DOR Data Policy.

Modification or Termination of Service

DOR reserves the right at any time, and from time-to-time, to modify, discontinue, suspend or terminate access to the Portal and to modify these TOU by posting notice on this website or sending notice to any contact point listed in your user information. DOR will not be liable for any such modification, discontinuation, suspension or termination. User can review the most current version of the TOU on our website at any time.

Acceptance of Terms of Use

You may accept and agree to these TOU of the Portal on behalf of another individual, estate, trust, business, organization, agency or yourself by checking "I Agree" below. By checking the "I Agree" Box below you affirm that you have read these TOU, has the authority to agree to these TOU on behalf of another individual, estate, trust, business, organization, agency, or yourself and that the other individual, estate, trust, business, organization, agency, or yourself will be bound by these TOU. **Before you check the "I Agree" box, please carefully read the terms and conditions contained in this TOU.**

☐ * I agree to the above Terms & Conditions

Cancel
Next

3 Submitter Information

On this next page you will have to complete the “Submitter Information” by filling out your First Name, Last Name, Daytime Phone, Email, and Confirm Email. You have the option to fill out your Position, Extension to Daytime Phone if available, and Mobile Phone. After, select the “I’m not a robot” to finish the form and select Next to continue.

Submitter Information

* First Name

* Last Name

Position


* Daytime Phone

Extension

Mobile Phone

* Email

* Confirm Email

☐ I'm not a robot
 

Cancel

Next

4 Make a Payment

Select the type of payment. This can be a Bill Payment, Collections Payment, or Multiple Accounts Payment. After selecting the payment type, select “Next”.

Make a Payment

You may make an electronic payment by selecting the type of payment in the dropdown labeled Type of Payment Below. The Delaware Taxpayer Portal offers the following types of payments:

- **Bill Payment:** Select bill payment when you have received a bill notice from the Delaware Division of Revenue. You will need the bill number on that notice to make a payment.
- **Collections Payment:** Select collections payment when you have received a collection notice from the Delaware Division of Revenue. You will need the bill number on that notice to make a payment.
- **Multiple Accounts Payment:** Select multiple accounts payment when you want to make a payment for several tax account periods where you have an amount due. The Delaware Taxpayer Portal will show you all your outstanding debt and allow you to select the debt you want to pay.

Payments can be made using a credit/debit card (\$10,000 per transaction limit) or via ACH payment. If you are planning to make an ACH payment, you will need your bank routing and account number.

* Type of Payment

▼

Bill Payment
 Collections Payment
 Multiple Accounts Payment

* Indicates required field

Next

5 Reference Information

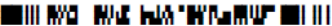
If you are choosing to do a Bill Payment or Collections Payment you will need the ID Type, ID Number, and Bill Reference Number of the payment you plan on paying. The Bill Reference Number can be found at the bottom right side of the last page in the Notice of Assessment received.

-----Detach and return this coupon with your payment-----
STATE OF DELAWARE DIVISION OF REVENUE

Make check(s) payable to: **Delaware Division of Revenue**

Include Notice Number 10000007503 on the check

Delaware Division of Revenue
820 N French St
PO Box 8763
Wilmington, DE 19899-8763


10000007503

Date: 07/13/2020

Name: PORTAL BUSINESS
Tax Type: GROSS RECEIPTS TAX-RETAILER,RESTAURANT
Period End Date: 09/30/2017
DOR File Number: 000002336
Bill Reference Number: 000000553
Due Date: 07/22/2020
Balance Due: \$1,242.37

Amount Enclosed: \$

6 Notice ID

If you are choosing to do a Multiple Accounts Payment you will need the ID Type, ID Number, and Notice Number of the tax account you wish to make a payment for. The Notice ID can be found in any notice received from the Division of Revenue.

07/13/2020

NOTICE OF ASSESSMENT AND DEMAND FOR PAYMENT GROSS RECEIPTS TAX-RETAILER, RESTAURANT



Notice Number: 10000007503

Period End Date: 09/30/2017

Due Date: 07/22/2020

Summary

Tax	Penalty	Interest	Payment Amount	Balance Due
\$647.00	\$485.25	\$110.12	\$0.00	\$1,242.37

- This Notice is issued as required by 30 Del. C. § 552.
- If you have already paid or entered into an ACH payment plan, you may disregard this notice.

What you need to do immediately

- Pay the amount due of \$1,242.37 in full by 07/22/2020.
- Contact the Delaware Division of Revenue Collection Call Center at (302) 577-8208 or (800) 292-7826 if you cannot pay.

If you don't pay

- You may have a judgment filed against you.
- You may have a lien issued. This means that you may not be able to sell property or acquire a loan.
- Judgment may be damaging to your credit report.

7 Bill Payment Page

Once submitted you will be taken to the Bill Payment page. On this page it will display the account and outstanding balance you have chosen. There will be an area where you can type in the amount you plan on paying or you can check the checkbox to pay the full outstanding balance. You can then pick the Payment Method you plan on using whether it be ACH Payment or Debit/Credit Card Payment. After everything looks correct select “Next” to continue.

Bill Payment

[Change Bill Reference Number](#)

Taxpayer Name ANOTHER PORTAL BUSINESS
 Bill Type Assessment
 Bill Reference # 0000001355

* indicates required field

Penalty and Interest are calculated as of today. Please note that we only accept Credit and Debit Cards for payments less than \$10,000.

Account	Account ID	Account Name	Period End Date	Tax	Interest	Balance
GROSS RECEIPTS TAX/GENERAL SERVICES	DOR FILE NUMBER:x0000340-7	ANOTHER PORTAL BUSINESS	12/31/1976	\$1,195.00	\$3,145.48	\$4,340.48
Total Outstanding Balance:						\$4,340.48

Showing 1 to 1 of 1 entries

⏪ ⏩ 1 ⏪ ⏩

* Payment Amount

☐ Check here to pay your Total Outstanding Balance

* Payment Method

Cancel

Next

8 Multiple Account Payment page

Once submitted you will be taken to the Multiple Account Payment page. This page will display the multiple accounts associated with the taxpayer and balance of each you have chosen. There will be an area where you can type in the amount you plan on paying for each account or you can check the checkbox to pay the full balance of each account. You can then pick the Payment Method you plan on using whether it be ACH Payment or Debit/Credit Card Payment. After everything looks correct select “Next” to continue.

Multiple Account Payment

* indicates required field

[Change Payment Type](#)

The balances below may include penalty and interest amounts which reflect what is due as of today. Please note that we only accept Credit and Debit Cards for payments less than \$10,000.

* Taxpayer Name:

DOCUMENTATION TEST

* Account Type:

Pay Multiple Tax Accounts

Account ID:

Account Type	Account ID	Account Period	Tax Amount	Penalty/Interest Amount	Collection Amount	Balance Amount	Payment Amount
GROSS RECEIPTS TAX/LESSEE-RETAIL LICENSE	FILE:x0000358-6	07/01/2020 - 09/30/2020	\$2,389.00	\$35.84	\$0.00	\$2,424.84	<div>\$</div> <div></div> <div>Pay full Amount <input type="checkbox"/></div>
						Total:	\$

Showing 1 to 1 of 1 entries

* Form Type:

Payment Coupon

* Payment Method:

Cancel

Next

9 Warning Message

Select the “Continue” button and the Portal will transfer you to the payment processing site.

Warning - Exiting Site

You are leaving the Portal site.

Click "Continue" to be redirected or "Back" to select a different payment method.

Back

Continue

10 Navigate to Govolution payment page to complete payment

Once you have been successfully transferred to the payment processing site you may complete the payment on the Govolution payment page.